

CONSTRUCTION BOARD OF ADJUSTMENTS & APPEALS

Variance Application Form

MINIMUM SUBMITTAL REQUIREMENTS:

- _____ Filing Fee of \$480.00.
- _____ Application form completed in full*
- _____ Request form completed in full

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name: _____
Mailing Address _____ City _____
State _____ Zip Code _____ E-Mail Address _____
Phone Number _____ Fax Number _____

PROPERTY OWNER'S INFORMATION:

Name _____
Mailing Address _____ City _____
State _____ Zip Code _____ E-Mail Address _____
Phone Number _____ Fax Number _____

LOCATION OF PROPERTY:

Address _____
Lot _____ Block _____ Subdivision _____
Description (if there is no lot, block and subdivision)

Action Requested

Applicable Ordinance Section

***Note:** Additional materials may be required of the applicant such as site plans, elevations, or floor plans. The Building Official shall inform the applicant of any extra materials required.

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VARIANCE REQUEST FORM

The following specific variation from the ordinance or technical codes is requested:

This variance is necessary due to the following special conditions and circumstances:

The above stated special conditions and circumstances do not result from the action or inaction of the applicant by virtue of the following fact(s):

Granting this variance will not confer any special any special privilege that is denied by the technical codes to other buildings, structures, or service systems by virtue of the following fact(s):

This request is the minimum variance that will make possible the reasonable use of the building, structure, or service system by virtue of the following fact(s):

This variance will be in harmony with the with the general intent an purpose of the technical codes and will not be detrimental to the public health, safety and welfare by virtue of the following fact(s):

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true, correct and complete.

Signature and Title

Date